



Department of  
**Environment &  
Conservation**



# Organics Management Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | April 2017



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# Organics Management Grant

Fiscal Year 2017-2018

## Application Manual

Prepared by:



### **Division of Solid Waste Management**

Materials Management Programs

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14<sup>th</sup> Floor

Nashville, TN 37243

## Overview

The goal of the Solid Waste Management Act of 1991 (T.C.A. §68-211-825) is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%). The largest percentage of the municipal solid waste stream is organic material; at an estimated 30% of the waste stream. Strategies for reducing organic waste include; source reduction, wasted food recovery and food donation, diversion (which includes feeding animals, anaerobic digestion, and composting), or by being put towards beneficial end-use. The spirit of this grant is to offer support to the entire spectrum of organics management, meaning this offering is not limited to composting. This grant covers organics management including education, waste food recovery, food donation, and diversion infrastructure. All methods of organics management support the [2015-2025 Solid Waste and Materials Management Plan's Objective 4](#) implementation. Selected projects are those that seek to address the best management of organics generated.

In 2015 TDEC initiated the first ever organics management related grant the state had offered, which specifically targeted composting. The Composting Grant aimed to promote increased composting access across the state through cooperative partnerships among solid waste planning regions, counties, and municipalities. These partnerships define activities that can be undertaken to reduce operation costs, promote recycling, and increase revenues for local governments participating in these cooperative partnerships. As solid waste generation, diversion, and disposal evolve, TDEC makes every effort to adapt its grant opportunities so that assistance can be provided to Tennessee communities, organizations, and businesses to further promote reductions in solid waste generation and disposal.

The 2017 Organics Management Grant places emphasis on three priorities:

- Fostering public/private partnerships.
- Counties, municipalities, public institutions, or non-profit organizations providing new or expanded organics management services to their region.
- Pursuing reductions in wasted food and food waste through education, food recovery and donation, feeding animals, industrial uses, anaerobic digestion, composting, or other means deemed likely to significantly reduce, recover, and/or diverting food waste.

TDEC acknowledges that not all local jurisdictions are the same and they may wish to take different approaches toward achieving the state's solid waste reduction and diversion goals. Regions with smaller populations may focus efforts toward achieving qualitative goals rather than quantitative goals of the more populous regions and the state. Qualitative goals include expanding the types of materials collected, providing a service to



an underserved area, improving efficiencies, and improving quality of material recovered. Quantitative goals include increased recovery rates, capture rates, participation rates, set out rates, or decreased costs per household served.

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

### ***Purpose of the Grant***

The Organics Management Grant supports the implementation of the [2015-2025 Solid Waste and Materials Management Plan](#) objectives. With this grant, it is TDEC's intent to support efforts towards achieving waste reduction and recycling goals for the state. Successful applications will demonstrate how the proposed project will:

- Increase tonnages of organic materials collected (Objective 1)
- Increase organics recycling access and/or participation (Objective 2)
- Promote organics material processing and end use in Tennessee (Objective 3)
- Increase diversion of organics (Objective 4)
- Support new organics waste reduction and recycling technologies (Objective 5)
- Improve organics education and outreach (Objective 6)

### ***Deadline to Submit***

One complete application with an original or digital signature shall be submitted to and received by TDEC's Division of Solid Waste Management, on or before Friday, June 30, 2017 by 4:30 p.m. CDT to be considered. Applications received after 4:30 p.m. CDT on Friday, June 30, 2017 will be returned to the applicant without review.

A complete application consists of a completed Grant Application (Form CN-0915 with a digital or an original signature), Organics Management Budget Worksheet Attachment 1 identifying project needs, and prepared responses to the Technical Narrative Questions Attachment 2 shall be submitted to and received by TDEC, Division of Solid Waste Management on or before Friday, June 30, 2017 at 4:30 p.m. CDT.

#### **Tennessee Department of Environment and Conservation**

Division of Solid Waste Management  
Materials Management Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Ave, 14<sup>th</sup> Floor  
Nashville, TN 37243

Electronic applications are encouraged. Submit application and proposals in a .pdf format to [Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov) via email or saved to USB drive media and mailed to the address above before the deadline for consideration.

## GRANT TIMELINE

The anticipated timeline for this grant offering is as follows:

January 3, 2017:	Notification of intent to solicit grant offering
April 3, 2017:	Announce solicitation of Organics Management Grant
June 30, 2017:	Deadline to submit application; begin review and processing of applications
July 17, 2017:	Initiation of the grant scoring process, recommendation of grant recipients, and determination of scopes of services for grant awards
August 31, 2017:	Prepare grant offer to successful applicants
September 15, 2017:	Deadline to receive signed grant contracts for processing
November 1, 2017:	Grants target execution date
February 1, 2018	Grantee apply for permit.
January 1, 2018:	Grantee shall submit details, project plans and specification on activities.
April 1, 2018:	Grantee submit bid package for approval
June 30, 2019:	Deadline for project completion and closeout.

## Eligibility

All Tennessee counties, municipalities, and organizations which have been determined to be tax exempt nonprofit recycling organizations who are designated as 501(c)(3) by the Internal Revenue Service may apply for grants under T.C.A. § 68-211-825. Additionally, for-profit businesses will be considered for this grant offering, but will be subject to different contingencies than local governments and non-profit organizations, which will be agreed upon through a for-profit business specific contract.

As stated in the overview, priority for the Organics Management Grant will be given to entities that demonstrate a public/private partnership. While for-profit entities are eligible for this grant, priority will be given to counties, municipalities, public institutions, and non-profit organizations that provide new or expanded organics management services to residents. Also consideration will be given to applicants addressing wasted food and food waste through education, feeding people, feeding animals, industrial uses, anaerobic digestion, and composting.

Government and non-profit applicants may not request equipment that is otherwise available at privately owned facilities which serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, it may be considered for funding. Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)) is not eligible under this grant.

Applicants previously awarded grants from the Solid Waste Management Fund in the last two years that are under contract with open balances or who have failed to meet the obligations of those contracts are ineligible. In addition, projects that require land will need to demonstrate that the necessary land is secured for the project prior to final execution of the grant contract. Projects must be ready to start upon grant contract execution.

Equipment and/or items eligible for funding should fall into three categories; (1) organics waste reduction equipment or items, which may include educational materials, or similar equipment; (2) organics waste recovery and donation equipment or items, which may include bins in food service retail establishments designed to collect unconsumed fruits and vegetables, equipment that may support existing food recovery or donation operations, or similar activities; (3) organics waste diversion equipment or items, which may include equipment necessary for general organics processing, for a composting operations, or similar activities. Any strategy that aids in the increased disposal of materials in Class I disposal facilities is not eligible under the terms of the grant.

## ***Funding***

The Department has budgeted \$3,000,000 total for Organics Management Grants. No grant may exceed \$1,000,000. A match of 10%-50% is required as indicated in the Grant Match Requirement Table (Attachment 4).

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment and services they are seeking to purchase and implement and obtain accurate price information and delivery periods prior to submitting their application. Only items, services, and equipment identified in the application may be funded, so proper planning and research should be done by the applicant before submitting application. The State reserves the right to partially fund projects based on the application pool to attain objectives of this grant. If specific services or equipment are fundamental to the project, these should be clearly indicated by the applicant in the application.

## Format and Checklist

### FORMS AND ATTACHMENTS

### CHECK

Complete Grant Application form CN-0915, sign and certify by a legally authorized representative for the applicant. Signees other than the executive officer or mayor must include a resolution from the applicant's governing body giving authority to sign for the applicant.	
<b>Complete the Organics Management Budget Worksheet in Attachment 1 Be sure to acquire accurate price quotes and delivery times for all requested items.</b>	
Complete the Technical Narrative Questions in Attachment 2. Use the Scoring Rubric in Attachment 3 as a guide for responding to receive the highest rating possible.	
Attach any additional information or technical documents to augment the applicant's Technical Narrative responses.	
Provide a copy of the agency budget or an approved budget expansion resolution demonstrating allocated funding.	
Local governments: Provide a print or PDF copy of the Objective 3: Promote Material Processing and End Use in Tennessee section of the most recent Annual Progress Report.  Other projects: Demonstrate notification to the Regional Solid Waste Board (T.C.A. §68-211-814) of planned project.	
Complete the Title VI Pre-Audit Survey CN-1448 (See Attachment 5).	
Submit the complete packet, as listed above so it arrives in the Division of Solid Waste Management's office no later than 4:30 p.m. (close of business) on June 30, 2017.	

Forms and attachments relative to this grant may be found at the end of this grant manual.

## Selection Criteria

Applications will first be reviewed for completeness. Upon receipt of a complete application, the Technical Narrative Questions will be evaluated and scored by a team of raters (4 or more) comprised of internal and external technical experts. Raters will use the scoring rubric provided in Attachment 3. Weighted scores for each question will be



assigned by each rater. The minimum score to receive funding is 70 points. Applicants receiving the highest average score will be recommended for funding to the extent that funding is available.

Final consideration may also be given to projects that provide a service to an underserved demographic, have a large population or geographic coverage, or represent a best strategy for waste management based on EPA's Waste Management Hierarchy and/or concepts based on the EPA's Food Recovery Hierarchy.

All applications will be scored based on the following criteria and weightings:

#### **CRITERIA AND WEIGHTINGS**

Project Description	40 points
Program Benefits	25 points
Project Sustainability	25 points
Program and Operational Priority	10 points
<b>Total</b>	<b>100 points</b>

### ***Funding Conditions***

Applicants selected for grant funds, must follow all terms and conditions within the grant contract. Awardees will be expected to submit or maintain for inspection during normal hours operational data relative to daily operations to include but not limited to weights, feed stocks utilized, temperatures, residual disposal or diversion, marketing, and project maintenance logs.

If non-profits that support or benefit State agencies seek to apply (Friends of State Parks for example) all necessary State approvals, transfer of ownership documents, storage approvals, inventory control, and etc. must be included in the grant application for consideration. Friends groups should contact the TDEC State Park Central Offices for details on documents required for equipment and facility transfers.

Prior to any funds being released a grant project management conference must be conducted with Division Program staff and the grantee, to review the terms and conditions of the grant contract including bid process and reimbursement.

The Grantee shall submit details, project plans and specification on all proposed new sites and their activities within 60 days of receiving the executed contract for approval by Division Program staff. Proof of application for all permits may be required in some situations. Local funding for costs in excess of the grant award shall be approved and available upon receipt of a fully executed grant to avoid unnecessary delays. All projects must be ready to begin upon receipt of an executed contract.

The local match shall be determined by the Department, using an economic index based upon the Four Tiers of an Integrated Solid Waste Management System, found in Table VI-1 of the 2025 Plan (pages 144-149). The Organics Management Grant Match Requirement Table in Attachment 4 of this manual provides information designating into which tier each county falls. You can view the 2025 Plan at [http://tn.gov/assets/entities/environment/attachments/sw\\_2025-plan-final.pdf](http://tn.gov/assets/entities/environment/attachments/sw_2025-plan-final.pdf) for your reference.

If funded, private for-profit applicant projects will have a 50% financial match regardless of county of operation. For-profit applicants if funded will have to meet all requirements contained in the cost-reimbursement grant contract.

Reimbursement may not exceed 50% of the approved total eligible project costs.

- Matching funds are required at the time of grant reimbursement.
- In-kind or force account contributions will be considered if identified and detailed in advance but not exceeding 25% of the total project costs or more than 50% of the grantee's required match portion for government and non-profit agencies.
- Government and non-profit applicants wishing to utilize in-kind contributions will need to fill out an Individual Accountability Report and submit it with the rest of their application materials.

A sample scope of services detailing expectations is included in Attachment 6 for review prior to submitting application. Minor changes may be made based on contract review and applicability to projects.

It is important that applicants research the equipment needed to submit accurate price quotes and delivery periods with their application. Grant awards will be made based on the estimates included in the grant application, not to exceed \$1,000,000.

The Department's intent with this grant offer is to also promote environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan Objective 3 by requiring equipment purchased by this grant offer to be made with recycled content, when available.

## ***TDEC SUSTAINABILITY STATEMENT***

*TDEC acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.*

## ***TDEC TITLE VI STATEMENT***

*The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.*

## ***Contact***

The persons named below shall be the sole points of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

### **Tennessee Department of Environment and Conservation**

Division of Solid Waste Management  
Materials Management Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 14<sup>th</sup> Floor  
Nashville, TN 37243

#### **General and Administrative Questions:**

Loretta Harrington, Grant Program Manager  
615-532-0086  
[Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov)

#### **Technical Questions:**

Robert Wadley, Program Technical Assistance  
615-741-4907  
[Robert.Wadley@tn.gov](mailto:Robert.Wadley@tn.gov)

## ***Frequently Asked Questions***

### ***1. What method is used for grant project expense funding?***

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

### ***2. When can the grant project begin?***

Projects may begin **after** the Grantee is notified by State that the grant has been fully executed. Also, vendors' bids for equipment purchases must be submitted and approved by the State prior to receiving equipment. Any equipment received or purchased prior to the begin date of the executed contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

### ***3. Do I have to follow a bidding process?***

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

### ***4. When can I request reimbursement for expenses relative to the grant project?***

Reimbursement invoices must be submitted after equipment has been purchased, installed, operational, and inspected by the State. The Grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (proof of payment) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

### ***5. How long will I have to complete the grant project?***

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases and work activities. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

### ***6. What are the grantee's responsibilities for the project after the grant is paid in full?***

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must

repay a prorated amount to the State. Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required. By accepting the grant offer a for-profit grantee is agreeing to provide access to data relative to the waste reduction efforts while in operation.

**7. *Can applicants that have received funding in a prior year apply again this year?***

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

**8. *Can an applicant submit supplemental documents?***

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

**9. *Where can an applicant find the grant documents?***

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website:

<http://www.tennessee.gov/environment/topic/about-grants>

**10. *What accountability requirements are there for grant recipients ?***

The grant recipient will be responsible for the following:

- a) **Accounting System** - Each recipient is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining financial records to properly account for the expenditure of all grant and matching funds.
- b) **Grant and Contract Accountability Policy** - The local applicant will fulfill the conditions of the written contract.
- c) **Contracts** - Grantees who do not have a written local procurement procedure must follow State of Tennessee procurement policies, <https://www.tn.gov/generalservices/section/central-procurement-office>. If their project is selected for funding, grantees will be required to provide a copy of their local procurement procedures once a fully executed grant contract is received.



### **11. When will a workshop be available?**

Organics Management Grant Application Workshop and Webinar

<b>Date</b>	<b>Location</b>	<b>Time</b>
Friday April 21, 2017	William R. Snodgrass Building, Tennessee Tower, Multi-Media Room 312 Rosa L. Parks Avenue Nashville, Tennessee, 37243	9:00 AM – 11:00 AM C.D.T.

### **12. When a grant is awarded, what are my Title VI responsibilities?**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. As a recipient of funds from TDEC, who is a recipient of federal funding, recipients of funds that pass through TDEC in the form of grants are required to comply with the rules, laws and regulations of Title VI.

When applying for this grant, the applicant must complete a Title VI Pre-Audit Survey CN-1448, which identifies the presence or absence of an applicant's current Title VI program. A copy of that form is located in this grant package. You may read more about the Department's Title VI information at this web link:

<http://www.tennessee.gov/environment/topic/policy-title-vi-and-environmental-justice> .

If your organization does not have a Title VI program, the Department has various resources that may assist you in the administration of and compliance with this grant.

### **13. If I have a question, who do I contact during the solicitation phase?**

There are only two contacts (a technical contact and an administrative contact) that can provide official information relative to this grant proposal solicitation. These individuals and their contact information may be found in the *contact* section of this grant manual. Any other Department contacts are not authorized to answer on behalf of this program.



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
DIVISION OF SOLID WASTE MANAGEMENT  
MATERIALS MANAGEMENT PROGRAM  
WILLIAM R. SNODGRASS TENNESSEE TOWER  
312 ROSA L. PARKS AVENUE, 14TH FLOOR  
NASHVILLE, TN 37243

RESET

PRINT



RETURN APPLICATION TO  
THIS ADDRESS

DATE

### GRANT APPLICATION

#### 1. APPLICATION IS FOR:

☐ RECYCLING EQUIPMENT ☐ USED OIL ☐ WASTE REDUCTION ☐ OTHER \_\_\_\_\_

#### 2. APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME			FEIN#	
ADDRESS		CITY	STATE	ZIP
			TN COUNTY Enter County	

#### 3. TYPE OF ORGANIZATION

☐ COUNTY ☐ SOLID WASTE AUTHORITY ☐ FOR PROFIT ORGANIZATION ☐ PROPRIETORSHIP ☐ NOT FOR PROFIT ORGANIZATION  
☐ MUNICIPALITY ☐ PLANNING REGION ☐ CORPORATION ☐ PARTNERSHIP ☐ OTHER (SPECIFY)

#### 3a. NON PROFIT ORGANIZATION

CHARTERED IN TENNESSEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF CHARTER	IRS CLASSIFICATION	ATTACH A COPY OF APPROVAL LETTER FOR CHARTER OR 501(c)(3) EXEMPTION
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#### 4. CONTACT PERSON PROVIDE NAME OF PERSON RESPONSIBLE FOR ALL GRANT ACTIVITIES (i.e. BIDDING, PURCHASING)

CONTACT PERSON NAME	PHONE	FAX	E-MAIL
MAILING ADDRESS			
CITY		STATE	ZIP

#### 5. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.



SIGNATURE OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

#### OFFICIAL USE ONLY

REVIEWER'S SIGNATURE _____ DATE _____	NOTES:
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FD061016

# Attachment 1

## Organics Management Budget Worksheet

Project Name \_\_\_\_\_

Vendor Number \_\_\_\_\_

Identify all items and/or equipment requested. Number in priority order as all requested equipment may not be funded based on funds available. Identify the quantity, estimated unit cost and calculate total costs for each item and/or equipment type. Indicate the location where the equipment will be utilized. Complete the budget calculation as described below.

Eligible Capital Investment, Educational effort, Equipment or Item	Priority Order	Quantity	Estimated Unit Cost	Total Cost	Location
<i>Organics Waste Reduction Equipment or items- This may include development and provision of educational materials or similar materials.</i>					
<i>Organics Waste Recovery, or Donation Equipment, or similar items- This may include collection containers to collect unconsumed fruits and vegetables, equipment that may support existing food recovery operations, and similar equipment designed to improve food rescue, recovery, and donation operations.</i>					
<i>Organics Waste Diversion Equipment or similar items- This may include facilities and equipment necessary for general organic management operations and utilized to initiate or improve organics management operations.</i>					
<i>Additional facility improvement or equipment that may not fall under the above listed categories</i>					
Total Estimated Project Cost (Sum of Total Cost Column)				\$	
Matching Share (See Attachment 4 - Grant Match Requirement Table) ____%				\$	
Remaining Project Cost (Total Estimated Cost – Matching Share)				\$	
Maximum Grant Award (not to exceed \$1,000,000)				\$	
Additional Local Share (if project costs exceed maximum grant award)				\$	

## **Attachment 2**

### **Technical Narrative Questions**

Note: Information provided in this Technical Narrative may be incorporated into successfully funded projects through the grant contract by reference.

#### **A. Project Description – 40 points**

1. Does the project compete with private services or duplicate existing public sector services provided within the municipal solid waste planning region?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Describe the proposed program or project; provide details and attachments as necessary. In the description, be sure to define the addressed need for the program or project, and if the project has a place within the region's municipal solid waste plan. If other such facilities or programs currently exist in the region, justify your proposed project or program.
3. Describe how the program/project will be promoted in the community to support the achievement of the goal specified in question 2.
4. Is this request to replace older-existing items or equipment, or is this request adding a new service, facility improvement or piece of equipment? Outline a maintenance plan and/or include the proposed maintenance schedule for materials and/or equipment that are being requested. If this request is for educational or outreach efforts, please provide schedule of proposed educational opportunities, including topics, location, and target audiences.

#### **B. Program Benefits – 25 Points**

5. What improvements will this project bring to your current program (increased reduction through education, cost benefits, increased collection volume, avoided landfill costs, improved material quality)? What are the estimated benefits (increased collection volume, reduction levels, cost savings, etc.) associated with your project? How will you define, measure and quantify your success toward achieving the project goal?
6. Prepare a narrative that describes this project's outcomes and how these outcomes align with the following 2025 Plan Objectives:
  - Increased material tonnage (Objective 1)
  - Increased recycling access and/or participation (Objective 2)
  - Promotion of material processing and end use in Tennessee (Objective 3)
  - Increased diversion of organics (Objective 4)
  - New waste reduction and recycling technology (Objective 5)
  - Improved education and outreach (Objective 6)

**C. Project Sustainability – 25 Points**

7. Describe project's current efforts to insure long term financial viability such as the use of profit sharing, processing or collection fees, enterprise fund accounting, market agreements, or other considerations to insure its long term sustainability.
8. Provide a copy of any partnership agreements, funding agreements, feedstock specifications or operational requirements that are to be used to maintain the long term sustainability of the project?
9. Describe the process for marketing these recovered commodities (sole contracts, spot markets, where they are marketed, etc.). Is there a direct or local end-use market for the finished product of this project? Are the markets local, within the state of Tennessee or outside the State?
10. How will this project's revenue funds be used or reinvested to perpetuate the proposed project into the future? What other funds are planned to be used to support the project and how?
11. Is the local match and additional local share included in the applicable agency budget?  
Yes \_\_\_\_\_ If yes, provide a copy of the budget.  
No \_\_\_\_\_ If no, provide an approved resolution for budget expansion.

**D. Program and Operational Priorities – 10 points**

12. Identify any associated partners or collection systems and their role in the proposed project. Provide accompanying agreements or resolutions describing the details of the partnership and specific roles of each participating local government and business.

Partner	Organization Name	Role and/or Contribution
Public Sector/Local Government		
Private Sector For Profit Enterprises		
Nonprofit		
Educational Institutions		
Other		

13. Is the project application for a county, municipality, public institution, or non-profit organization to improve the management of organic materials in their jurisdiction?
14. Describe how this project will contribute to the long term reduction of organic materials that would have been destined for disposal but will be redirected to higher uses such as feeding the food insecure, animal feed, anaerobic digestion, or compost operations?



## Supporting Documentation

- ☐ Regional maps, including service area, solid waste and recycling collection/processing sites, composting sites, etc.
- ☐ Other documents related to the grant proposal/equipment request (i.e. equipment specification sheets, contracts, through-put processing calculations)

Narrative Prepared by: \_\_\_\_\_

Name of Preparer's Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Attachment 3 Scoring Rubric

Project Description – 40 Points Maximum			
30-40 Points	15-29 Points	0-14 Points	Score
<ul style="list-style-type: none"> <li>Clearly describes project; the need is relevant.</li> <li>Clearly defines place of project within regional MSW plan.</li> <li>Clearly describes how the program will be promoted.</li> <li>Maintenance Plan and/or schedule is clearly established and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>Vaguely defines project and the need is somewhat relevant.</li> <li>Vaguely defines place of project within regional MSW plan.</li> <li>Somewhat describes how the program will be promoted.</li> <li>Maintenance Plan and/or schedule is included but not clearly established and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>Project definition and need are poor, missing, or irrelevant.</li> <li>Project is not defined within context of regional MSW plan.</li> <li>Vague or missing description of how the program will be promoted.</li> <li>Maintenance Plan and/or schedule is not included and request is to replace equipment.</li> </ul>	
Program Benefits – 25 Points Maximum			
18-25 Points	10-17 Points	0-10 Points	Score
<ul style="list-style-type: none"> <li>Project goals and improvements are clearly stated and measurable.</li> <li>Project clearly supports the 2025 Plan Objectives.</li> <li>Benefits are clearly defined and calculated.</li> </ul>	<ul style="list-style-type: none"> <li>Project goals and improvements are vaguely stated and/or immeasurable.</li> <li>Project supports the 2025 Plan Objectives to some limited degree.</li> <li>Benefits are slightly defined and calculated.</li> </ul>	<ul style="list-style-type: none"> <li>Project goals and improvements are poorly defined and/or immeasurable.</li> <li>Project does not support the 2025 Plan Objectives.</li> <li>Benefits are vaguely defined, missing or not calculated.</li> </ul>	
Project Sustainability – 25 Points Maximum			
18-25 Points	10-17 Points	0-10 Points	Score
<ul style="list-style-type: none"> <li>Project is clearly an efficient use of funds and resources.</li> <li>Organization has a clear plan likely to sustain the project beyond completion</li> <li>Revenues are reinvested in the program or business.</li> <li>Funding request appears reasonable to meet project objectives.</li> <li>Application makes clear the marketing strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Project is an efficient use of funds and resources to some degree.</li> <li>Organization has a plan that may sustain the project beyond completion</li> <li>Revenues appear to be used as an incentive in the programs (i.e. schools)</li> <li>Funding request appears somewhat reasonable to meet project objectives.</li> <li>Application somewhat describes marketing strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Project is not an efficient use of funds and resources.</li> <li>Organization does not have a plan to sustain the project beyond completion</li> <li>Revenues appear to be used to support programs other than those being proposed</li> <li>Funding request appears unreasonable for meeting project objectives.</li> <li>Application poorly describes the marketing strategy for recovered materials, or does not do so at all.</li> </ul>	
Program and Operational Priorities – 10 Points Maximum			

8-10 Points	4-7 Points	0-4 Points	Score
<ul style="list-style-type: none"> <li>Project is a public/private partnership and the contributions of each partner are clearly established.</li> <li>Applicant is a county, municipality, public institution, or non-profit organization.</li> <li>Applicant addresses wasted food and food waste through education, feeding people, feeding animals, industrial uses, anaerobic digestion, or composting.</li> </ul>	<ul style="list-style-type: none"> <li>2 of the 3 priorities are clearly established.</li> </ul>	<ul style="list-style-type: none"> <li>1 of the 3 priorities is clearly established.</li> </ul>	
<b>This Section Leave Blank – State Use Only</b>			
<b>[ ] Fully Funded at \$_____</b>	<b>[ ] Partially Funded at \$_____</b>	<b>[ ] Proposal Not Funded</b>	<b>Total Score:</b>
<b>Rater Explanation/Comments:</b>			
<b>Grant Rater: 1 2 3 4 5</b>		<b>Date:</b>	<b>Reviewed By:</b>

**Attachment 4**  
**Grant Match Requirement Table**

<b>County</b>	<b>Match % Rate Required</b>	<b>Population</b>	<b>Tier</b>	<b>County</b>	<b>Match % Rate Required</b>	<b>Population</b>	<b>Tier</b>
<b>Anderson</b>	50%	75,528	Tier III	<b>Lauderdale</b>	10%	27,382	Tier II
<b>Bedford</b>	30%	46,627	Tier II	<b>Lawrence</b>	20%	42,274	Tier II
<b>Benton</b>	10%	16,145	Tier I	<b>Lewis</b>	10%	11,906	Tier I
<b>Bledsoe</b>	10%	13,931	Tier I	<b>Lincoln</b>	40%	33,637	Tier II
<b>Blount</b>	50%	126,339	Tier IV	<b>Loudon</b>	50%	50,771	Tier III
<b>Bradley</b>	40%	102,975	Tier IV	<b>Macon</b>	10%	23,003	Tier I
<b>Campbell</b>	20%	39,918	Tier II	<b>Madison</b>	50%	98,178	Tier III
<b>Cannon</b>	10%	13,757	Tier I	<b>Marion</b>	40%	28,407	Tier II
<b>Carroll</b>	20%	28,370	Tier II	<b>Marshall</b>	30%	31,269	Tier II
<b>Carter</b>	20%	56,886	Tier III	<b>Maur</b>	50%	85,515	Tier III
<b>Cheatham</b>	40%	39,764	Tier II	<b>McMinn</b>	40%	52,626	Tier III
<b>Chester</b>	10%	17,379	Tier I	<b>McNairy</b>	20%	26,267	Tier II
<b>Claiborne</b>	20%	31,592	Tier II	<b>Meigs</b>	10%	11,701	Tier I
<b>Clay</b>	10%	7,765	Tier I	<b>Monroe</b>	30%	45,233	Tier II
<b>Cocke</b>	20%	35,374	Tier II	<b>Montgomery</b>	50%	189,961	Tier IV
<b>Coffee</b>	40%	53,623	Tier III	<b>Moore</b>	30%	6,319	Tier I
<b>Crockett</b>	20%	14,668	Tier I	<b>Morgan</b>	10%	21,660	Tier I
<b>Cumberland</b>	40%	57,985	Tier III	<b>Obion</b>	30%	30,941	Tier II
<b>Davidson</b>	50%	668,347	Tier IV	<b>Overton</b>	20%	22,028	Tier I
<b>Decatur</b>	30%	11,666	Tier I	<b>Perry</b>	10%	7,822	Tier I
<b>DeKalb</b>	20%	19,268	Tier I	<b>Pickett</b>	10%	5,124	Tier I
<b>Dickson</b>	40%	50,575	Tier III	<b>Polk</b>	20%	16,730	Tier I
<b>Dyer</b>	30%	37,935	Tier II	<b>Putnam</b>	30%	74,165	Tier III
<b>Fayette</b>	50%	39,011	Tier II	<b>Rhea</b>	20%	32,641	Tier II
<b>Fentress</b>	10%	17,855	Tier I	<b>Roane</b>	50%	52,748	Tier III
<b>Franklin</b>	40%	41,402	Tier II	<b>Robertson</b>	40%	68,079	Tier III
<b>Gibson</b>	30%	49,472	Tier II	<b>Rutherford</b>	50%	288,906	Tier IV
<b>Giles</b>	30%	28,853	Tier II	<b>Scott</b>	10%	21,987	Tier I
<b>Grainger</b>	10%	22,864	Tier I	<b>Sequatchie</b>	20%	14,704	Tier I
<b>Green</b>	30%	68,335	Tier III	<b>Sevier</b>	50%	95,110	Tier III
<b>Grundy</b>	10%	13,425	Tier I	<b>Shelby</b>	50%	938,803	Tier IV
<b>Hamblen</b>	40%	63,036	Tier III	<b>Smith</b>	30%	19,009	Tier I
<b>Hamilton</b>	50%	351,220	Tier IV	<b>Stewart</b>	20%	13,279	Tier I
<b>Hancock</b>	10%	6,657	Tier I	<b>Sullivan</b>	50%	157,047	Tier IV
<b>Hardeman</b>	10%	25,965	Tier II	<b>Sumner</b>	50%	172,706	Tier IV
<b>Hardin</b>	20%	25,870	Tier II	<b>Tipton</b>	40%	61,623	Tier III
<b>Hawkins</b>	40%	56,735	Tier III	<b>Trousdale</b>	20%	8,002	Tier I
<b>Haywood</b>	20%	18,185	Tier I	<b>Unicoi</b>	20%	17,963	Tier I
<b>Henderson</b>	30%	28,009	Tier II	<b>Union</b>	10%	19,113	Tier I
<b>Henry</b>	30%	32,204	Tier II	<b>Van Buren</b>	10%	5,633	Tier I
<b>Hickman</b>	20%	24,384	Tier I	<b>Warren</b>	30%	39,969	Tier II
<b>Houston</b>	10%	8,267	Tier I	<b>Washington</b>	50%	126,242	Tier IV
<b>Humphreys</b>	30%	18,135	Tier I	<b>Wayne</b>	10%	16,913	Tier I
<b>Jackson</b>	10%	11,568	Tier I	<b>Weakley</b>	20%	34,373	Tier II
<b>Jefferson</b>	40%	52,677	Tier III	<b>White</b>	20%	26,301	Tier II
<b>Johnson</b>	10%	17,859	Tier I	<b>Williamson</b>	50%	205,226	Tier IV
<b>Knox</b>	50%	448,644	Tier IV	<b>Wilson</b>	50%	125,376	Tier IV
<b>Lake</b>	10%	7,631	Tier I	<b>FOR-PROFIT</b>	50%	N/A	N/A

**Attachment 5**  
**Title VI Pre-Audit Survey**



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
OFFICE of POLICY AND PLANNING  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 2<sup>nd</sup> Floor  
Nashville, TN 37243

**Title VI Pre-Audit Survey**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Government/Municipality \_\_\_\_\_ Private Business \_\_\_\_\_ Non-Profit \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_ Phone: \_\_\_\_\_

Chief Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Compliance Officer: \_\_\_\_\_ Title: \_\_\_\_\_

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of Federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, the focal point of which is Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 bars discrimination against anyone in the United States because of race, color, or national origin by any agency receiving Federal funds. Additionally, the Civil Rights Restoration Act of 1987 defined "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal financial assistance. Thus, TDEC sub-recipients are required to comply with Title VI and related nondiscrimination laws and regulations.

The following racial data is being collected for compliance with Title VI of the Civil Rights Act of 1964 and will be used in accordance with applicable federal law. This form must be completed and returned to the TDEC program that administers your grant so that your compliance efforts can be reviewed.

1. What is the racial composition of the population in your geographic service area? \_\_\_\_\_
2. What is the racial composition of your advisory or governing board? \_\_\_\_\_
3. Does your advisory or governing board strive to ensure that the racial composition is at least proportionately reflective of the local community's racial minority population? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Does your agency have a written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach a copy of your policy to this survey.  
If no, when will your policy be developed?  
\_\_\_\_\_
5. Does your agency have a Limited English Proficiency (LEP) Plan to communicate with persons in your service area who do not speak English as their primary language or have limited ability to read, speak, write or understand English? Yes \_\_\_\_\_ No \_\_\_\_\_



## **Attachment 6**

### **Sample Scopes of Services**

#### **A. SCOPE OF SERVICES AND DELIVERABLES:**

- A.1. The Grantee shall provide all services and deliverables ("Scope") as required, described, and detailed in this Grant Contract. As the Organics Management Grant Offering has been crafted to include a wide breadth of projects, certain aspects of the Scope are only applicable to those projects which may be education based or equipment based.
- A.2. Permits. If the proposed grant project requires solid waste permitting as described in Tennessee Rules Chapter 0400-11-01, the Grantee shall apply for appropriate Division of Solid Waste Management ("Division") permits. Division staff will provide technical assistance, as requested, to aid in this scope. In addition, all other state, regional, and local permitting and zoning requirements are applicable and must be secured by the Grantee. If permits outside of those issued by the Division are required, the Division may request proof of successful adherence and approval for said permits.
- a. The applicant must apply for permit within three (3) months of receiving executed contract.
  - b. The applicant cannot proceed or use funds until permit is issued for the proposed site(s).
  - c. During the permitting process the applicant can work on and submit scope A.3. documentation.
  - d. Apply for all appropriate zoning and construction permits needed for this project.
- A.3. Planning. The Grantee shall submit details, project plans and specification on all proposed new activities within 60 days of receiving the executed contract for approval by Division staff.
- a. Such plans shall include, but are not limited to; location, expenses for location, staff requirements, shelters and other facilities for attendants, transportation arrangements, storage requirements, feedstock sources, etc.
  - b. A timetable for this project should specify key milestones such as appropriate bidding process, construction start date or date of project commencement, installation of equipment (if applicable), and completion date.
  - c. Submit bid package for approval within 60 days of permit approval in accordance with local government bidding practices. No purchases will be funded until approved by Division staff.
  - d. Proposed operational plan must include hours of operation, organic materials targeted, and staffing cost.
- A.4. Preparation for Requested Items/Equipment. The Grantee shall make all necessary preparations in accordance with approved project timeline for arrival of items and/or equipment requested under the grant application process. Preparation must be in compliance with all local, state and federal rules and statutes. Additionally, if a permit is required for operations, applicant must comply with permit conditions for site preparation.

- a. Inspection of site must be completed by Division technical staff prior to proceeding with scope A.5.
- A.5. Installation. The Grantee shall proceed with installations after scopes A.2. and A.3. have been completed and approved by Division staff.
- a. Installation shall be in accordance with the approved project plan timeline in scope A.3. Unless approved in writing with necessary justification.
  - b. Installation cannot begin unless scope A.4. is completed.
  - c. Contractor will order items and/or equipment within 2 weeks of receiving approval of bid packages.
  - d. Items and/or equipment shall be installed promptly upon receiving on site.
- A.6. Staffing and Operation Manual. The Grantee shall develop and print operation manuals for operations and procedures associated with activities funding by the grant.
- a. Train staff in operation/use of items and/or equipment and retain training files for term of grant. Grantees requesting equipment for composting or anaerobic digestion operations shall be certified in Composting by a nationally recognized organization like SWANA or the US Composting Council within 6 months of receiving the grant.
  - b. Provide appropriate signage for safety, usage and operational guidelines.
  - c. Develop and print educational materials to provide the public on the benefits of the facility and/or project.
- A.7. Final Inspection for Equipment Based Grant. The Grantee shall contact Division technical staff for final inspection once scopes A.1.-A.6. are completed and the project is ready for operation and, if applicable, meets the terms of a permit. If the Grantee received equipment as a result of the grant all terms below apply.
- a. All equipment must be entered into county inventory and identified with appropriate tags.
  - b. All equipment serial numbers must be easily accessed and match inventory control.
  - c. All equipment must be operational at time of final inspection.
  - d. All equipment must be routinely maintained, cleaned and serviced with accessible maintenance logs for the duration of grant.
- A.8. Final Inspection for Education/Outreach Based Grant. The Grantee shall contact Division technical staff for final inspection once scopes A.1.-A.6. are completed and the project is ready for operation. As part of the Staffing and Operation Manual, education/outreach based projects must include sections inventorying all items awarded as part of this grant, maintenance schedules for these items, plans for long term upkeep, and other beneficial information that will help preserve the integrity of the items and/or equipment received as a result of the grant.
- A.9. Reporting. The Grantee shall report the amount of organic material managed, in terms of materials recovered and/or diverted, or if the project is education based, how many citizens

were impacted by the project. This shall be reported to the Region and included in Region's Annual Progress Report due March 31 of each year for the previous calendar year as well as the Division of Solid Waste Management – Materials Management; Problem Waste Section.

- a. Grantee(s) must agree to report the above referenced requirements to their respective Region and to the Division of Solid Waste Management – Materials Management; Problem Waste Section for two years after the contract end date.
- A.10. Signage. The Grantee shall post a sign of at least 1" Letters in a prominent location stating "This project was funded under an organics management grant from the Tennessee Department of Environment and Conservation."
- A.11. The grantee may request in writing to revise dates relative to this project due to unforeseen circumstances. Approval from the State must be in writing prior to extending or modifying dates in the scopes of services.



Tennessee Department of Environment and Conservation,  
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